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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: COUNCIL EXECUTIVE ASSISTANT (NON-CLASSIFIED)

DEFINITION

Under general direction, to perform a variety of highly responsible and complex secretarial and administrative support duties to the members of the City Council handling administrative details and coordination of day-to-day office operations to further the policy making and legislative roles of the City Council; to supervise administrative support staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified services and serves at the pleasure of the City Council. This classification is distinguished from the non-classified Council Administrative Assistant classification by the additional responsibility to supervise that position. Work involves more complexity of duties and the highest degree of independent judgement requiring a thorough knowledge of department and City-wide procedures and policies, and the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work. Incumbents routinely handle highly confidential and sensitive information, may serve on internal and external committees, may have budget preparation and administration responsibility, and may represent the City and/or elected officials as required.

REPORTS TO: Mayor Pro Tem

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Mayor Pro Tem or designee. May exercise general supervision over administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible and confidential duties for the City Council including screening phone calls, visitors and mail.
- Interpret and apply City policies and procedures in response to inquiries and make appropriate referrals.
- Organize, supervise and coordinate office operations; participate in the preparation and administration of office budget.
- Maintain appointment schedules, daily calendars and make travel arrangements; coordinate civic and social engagements.
- Respond independently to letters and general correspondence of a routine nature for the City Council.
- Perform special projects including collecting, compiling and summarizing information obtained.
- Organize civic and social engagements as well as special events for the City Council.
- Compile reports and agendas insuring materials are submitted on time by various departments and divisions; contact participants and coordinate meetings; complete and distribute follow-up reports as directed by the City Council.
- Perform research on policy or legislative issues.

- Initiate, maintain and supervise a variety of files and records.
- May select, train, supervise and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling and punctuation.
- Modern office methods, procedures, equipment and business letter writing.
- Organization, procedures and operating details of a municipal government.
- Record-keeping principles and procedures.
- Principles of selection, training, supervision and evaluation.
- Personal computer operation and applicable software applications.
- Public relations and information techniques.

Ability to:

- Plan, organize and supervise clerical office functions and administrative support staff.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply municipal laws and administrative and departmental policies and rules.
- Maintain accurate appointment schedules.
- Compose correspondence independently.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work and provide exceptional customer service to external and internal customers.
- Analyze situations carefully and adopt effective courses of action.
- Manage confidential and sensitive material, information and situations.
- Compile and maintain complex and extensive records and files.
- Understand and carry out oral and written directions.
- Select, train, supervise and evaluate subordinates.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, supplemented by specialized secretarial/business related courses. An Associate Degree is preferred.

Experience: Five years of secretarial and clerical experience performing increasingly complex and responsible office and administrative duties. Municipal/public sector government experience preferred.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Type accurately, from clear copy, at a speed of 50 words per minute.

Proficiency in Word/Word Perfect.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Council Executive Assistant (Non-Classified)

TO: Administrative Analyst (Classified)